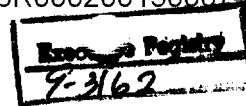


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DD/P 3-2429

MAY 3 1957

MEMORANDUM FOR: Inspector General

SUBJECT : Agency Regulations

REFERENCE : IG memorandum of 19 April 1957, subject as above,
to DDS, DDP, and DDS

1. This office subscribes whole-heartedly to the view expressed in the referenced memorandum that, to the maximum extent possible, detailed procedures should be excluded from Agency regulations and contained in handbook supplements. Our support of the principle involved is by no means new.

2. In this connection, you will recall that the IG report of 4 February 1956, subject: "Survey of CIA Regulations", included a recommendation (II-C) that the use of handbooks be extended as a means of reducing the physical volume of regulations. The comments on this report which DDP submitted to the DCI on 12 March 1956 in response to his request concurred in this recommendation, adding the following: "In this respect, however, we feel very strongly that all such handbooks (should) be referenced in the Regulations in order that the requirements placed by Handbooks upon operating offices be of record in one central, properly indexed system." In his memorandum of 13 October 1956, concerning the report, the Acting DCI approved recommendation II-C, adding the statement: "Comment of DDP noted."

3. In the application of this principle, it is important that the following considerations not be overlooked:

a. Handbooks are as much a part of the "Agency regulatory system" as are regulations. The segregation in handbooks of detailed procedures does not remove the latter from the system. The procedural implementation of policies and authorities has a great impact on this office, and is something in which we are vitally interested and on which we wish in every case to have an opportunity to comment.

b. Limitation of regulations as noted above should not take place without development and coordination of

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supplementary handbooks where the related procedures are more than intra-office in nature and impose requirements on various offices. While there may be exceptional cases where development and expression of the policy involved is urgently needed and should not be delayed for a related handbook, the general rule should be that regulation and handbook (if needed) will be coordinated together. The same considerations that dictate simultaneous development and processing of headquarters and field material also apply here.

4. Quite a few regulations contain procedures which do not, because of their brevity, justify a handbook. It should be recognized that inclusion of procedural material in such regulations is appropriate. At the same time, we believe that consideration can be given in some of these cases to a handbook which would include procedures applying to a number of related publications. An example might be the several regulations, all of them brief, concerning various types of allowances.

5. It is recommended that originators of publications involving detailed procedures be instructed to prepare drafts in regulation-handbook form at the outset. This will remove the need for reprocessing from this standpoint as a result of comments received during coordination; or, in some cases, when there is a need for early publication of the guidance involved, the necessity of making an exception to the principle noted in paragraph 1, above, in the interest of getting something on the books.

25X1 6. Finally, we suggest that consideration be given to revision of [] to provide greater clarity and therefore better guidance on this score. This regulation is not nearly so clear to us in regard to the appropriate content of regulations and handbooks as it is to you. Paragraph 3 of [] contains the information noted in paragraph 1 of the referenced memorandum, but, with regard to handbooks, it says further: "Although they may be both directive and informative, they are not the primary medium for the establishment of policies, functions, and procedures" (underscoring ours). It seems to us that the intention is that handbooks will be the primary medium, or at least a more widely used medium than at present, for the establishment of lengthy procedures.

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[]
Executive Officer, DDP

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cc: DDS
DDI

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ROUTING AND RECORD SHEET

2003-2478

SUBJECT: (Optional)

FROM:

Executive Officer, DDP

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. 231 Admin
Inspector General

RECEIVED

FORWARDED

3 May 3 May em

2 to 3

[Redacted]

3. Mr. Kirkpatrick 16 May m

4. files

5.

6.

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10.

11.

12.

25X1

13.

14.

15.

This memo is contradictory. It says that Handbooks are "Regulations"; then cites the provision which says they can be both "directive and informative". I take it they are mainly informative but with use of discretion on the part of supervisors, can be flexibly applied. Is this your interpretation?

Kille.

This looks like some more of [Redacted]. I suggest

we ignore the recommendations in para 5 although there may be some merit in preparing a better definition of "handbook" as suggested in para 6.